

POLICY RECOMMENDATION FORM INSTRUCTIONS:

PURPOSE:

The Policy Recommendation Form has been developed as a means for all Social Service staff to communicate recommendations for new written policy or revisions in current written policy to the Program and Policy Development Unit in Central Office. Recommendations may be made in reference to any information contained in the Social Service Manual; in any memorandum; in forms or form instructions; or any other written Social Services procedural information. Recommendations may be made in reference to revising current written policy, or recommendations may be made for the development of new written policy to clarify program operation or staff responsibilities. Recommendations may be submitted by any service worker, supervisor, or administrative staff member.

NUMBER OF COPIES AND DISTRIBUTION:

The original copy (white) and the second copy (blue) of the SSP-1 is to be sent directly to the Program and Policy Development Unit at the address specified on the form. The third copy (gold) should be retained by the staff member who submitted the recommendation for his/her own reference.

INSTRUCTIONS FOR COMPLETION:

Be sure to enter all identifying information including your name, title, the office where you are currently assigned (specify either County, District, or Central Office, and specify branch if applicable), and telephone number. This is important because we may need to contact you to obtain additional information about the problem which you have identified or about your recommendation.

In item (1) explain the problem as concisely as possible.

In item (2) explain what written information you believe is needed by staff to help solve this problem and whether a change should be made in forms, procedures, staff responsibilities, manual or form instructions, etc.

In item (3) explain when (date) you would like to see the new or revised policy which you are recommending implemented.

In item (4) be sure to identify any other forms or manual instructions which will need revision as a result of the change you are recommending.

In item (5) identify the section or subsection in the Social Service Manual where you think new or revised policy would be best located.

In item (6) you may recommend the type and extent of staff training you believe is necessary to implement the recommended change.